

## CLAIMS

**1. A punch device comprising:**

a punch including a punch station formed with a slit into which a sheet to be punched is to be inserted and a guide hole for guiding a punching blade in a direction intersecting with the slit, the punching blade to be guided by the guide hole, an operating section for operating the punching blade, and a housing which accommodates the punch station and the punching blade and which is formed with an opening in which the operating section is disposed; and a punch auxiliary tool having a pair of arms rising from both sides of the station and a pressing operating member which is pivotally supported by the arms, characterized in that

an inserting/detaching opening for inserting and detaching the punch is formed on a side where the pressing operating section is pivotally supported, a lower surface of the pressing operating member of the punch auxiliary tool is provided with a pressing section which presses the operating section inserted from the inserting/detaching opening.

**2. The punch device according to claim 1, characterized in that in a state where the operating section of the punching blade is disposed in the opening of the housing, the punch station and the punching blade are accommodated in the housing such that the operating section of the operating section is substantially**

flush with an upper surface of the housing.

3. The punch device according to claim 1 or 2, characterized in that the punch has a guide wall suspending from a periphery of the opening of the housing for guiding the operating section of the punching blade.

4. The punch device according to any one of claims 1 to 3, characterized in that the station of the punch auxiliary tool is provided with a holding portion for holding the punch disposed below the pressing section of the pressing operating member.

5. The punch device according to any one of claims 1 to 4, characterized by further comprising a positioning tool including a mounting stage on which the sheet to be punched is placed, and sheet holding means for holding the sheet to be punched placed on the mounting stage, wherein

a to-be-retained portion provided on the punch or punch auxiliary tool is engaged with a retaining portion provided on the positioning tool, and a punching position in the sheet to be punched is set.

6. The punch device according to claim 5, characterized in that a ruler member is mounted on a mounting stage of the positioning tool, the ruler member includes a ruler portion against which an end edge of the sheet to be punched can abut, the ruler member can turn toward its back surface from a position where a surface of the mounting stage is substantially flush, the end edge of the mounting stage which is exposed when the

ruler member is turned toward the back surface of the mounting stage is provided with the retaining portion.

7. The punch device according to claim 5 or 6, characterized in that the retaining portion comprises a plurality of the retaining portions arranged along the end edge of the mounting stage at equal distances from one another.

8. The punch device according to claim 7, characterized in that a retaining position of the to-be-retained portion which is engaged with the retaining portion can be changed selectively.